



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



EMPLOYMENT OPPORTUNITY

PARALEGAL SPECIALIST TWO POSITIONS AVAILABLE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: Candidates on a current Paralegal Specialist examination list.

Location: 410 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 4:30 p.m.

Job Posting #: #013-110044, 110045

Salary Range: \$61,373 – \$79,424*

Closing Date: May 22, 2015

Note: *New hires to state employment start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the closing date to qualify for these particular vacancies.** State employees who have attained permanent status and are eligible for appointment may apply.

EXAMPLES OF DUTIES:

Performs highly complex paralegal duties as defined in one or both of the following areas:

LEGAL OFFICE OPERATIONS: Interprets complex state statutes and federal regulations governing legal records and documents; determines and applies applicable state statute and/or regulation in preparing documentation; interprets court rules and agency policies and regulations; keeps abreast of the latest court rules, calendar changes and pending legislation; monitors and adheres to court deadlines; reviews legal documents and prepares legal documents such as briefs, writs and pleadings for court filings; responds to relevant case information requests from courts; performs legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda and other legal material; prepares draft legal documents; provides assistance in the discovery process; provides paralegal assistance by interpreting applicable legal provisions, regulations, precedents and policies; responds to requests and obtains information of sensitive nature; acts as liaison between agency, court system, relevant attorney's offices and general public; serves as agency liaison regarding relevant policies and procedures; prepares legal and administrative reports; updates and maintains case records, pleadings, policy manuals and filing systems;

assists in the drafting of proposed legislation and advisory opinions; provides training and assistance to staff; may perform business mathematical computations; performs related duties as required.

CASE PRESENTATION OR HEARING: Analyzes highly complex cases; develops positions and strategies to settle or litigate cases at formal or informal hearings; prepares for and represents State's interest at hearings or through case presentation; researches and gathers relevant evidence and documentation; interviews witnesses and clients; drafts legal documents, complaints, stipulations, detailed memoranda, letters and proposed findings and awards reviews substantiation appeals and provides recommendation to management regarding the legal sufficiency of substantiation findings; performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

General Experience:

The General Experience is defined as **one of** the following:

1. A Bachelor's degree in legal studies and one (1) year of experience providing paraprofessional legal assistance to an attorney.
2. An Associate's degree in legal studies and three (3) years of experience providing paraprofessional legal assistance to an attorney.
3. Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three (3) years of experience providing paraprofessional legal assistance to an attorney.
4. Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four (24) semester hours from an accredited college or university and four (4) years of experience providing paraprofessional legal assistance to an attorney.
5. Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four (4) years of experience providing paraprofessional legal assistance to an attorney.
6. A Law degree from an accredited Law School.

Preferred Experience:

- A Bachelor's degree in legal studies and five (5) years of experience providing paraprofessional legal assistance to an attorney;
- Experience providing litigation or administrative hearing support;
- Experience utilizing electronic recordkeeping systems;
- Experience providing case flow management;
- Experience drafting notices and other legal documents;
- Experience providing database management;
- Selected candidate may be required to travel.

APPLICATION PROCEDURE:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #013 in the application materials and submit the following documents to address listed below:

1. Cover letter.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Administrative Services website at <http://das.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings, in addition to the materials listed above.

**Office of Early Childhood
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697**

Applications will be accepted via U.S. mail or hand delivery only.

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER